



2021 Financial Statements - Year End Questionnaire

Client Name:		Date:	
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Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements
- Ensure we can complete your Financial Statements within four weeks

Please complete the Authorisation below as this allows us to contact necessary organisations, (eg. your bank or insurance company) to obtain information that is required to complete your Financial Statements or Tax Returns.

Authorisation

I/We authorise Specialised Business Solutions Pty Ltd to complete the compilation of Financial Statements and Tax Returns for me/us for the 2021 financial year. I/We understand that a compilation is limited to the collection, classification and summarisation of financial information supplied by me/us and does not involve the verification of that information. I/We do not require Specialised Business Solutions Pty Ltd to carry out an audit or a review assignment on the Financial Statements produced.

I/we authorise Specialised Business Solutions Pty Ltd to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Person to Contact with Queries:	
Client Signature:	
Date:	

Update of Address Details

To ensure that our records are up to date, please provide us with any UPDATE of the following details:

Physical Address:	
Postal Address:	
e-mail:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Fax:	



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1. First Time Financial Statements & Tax Returns	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your last Financial Statements, Tax Returns, and ATO Notices of Assessment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Computerised Accounts (Note: you do not need to fill this in if you are using XERO)	Yes	No	N/A
Please provide a copy of your computerised data file.			
Name of Program: (i.e. MYOB or QuickBooks) _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Version Number: _____			
Username (if applicable): _____			
Password (if applicable): _____			
3. Manual Accounts	Yes	No	N/A
Please provide the following information:			
<ul style="list-style-type: none">Reconciled Cashbook (if applicable)Cheque payment detailsDeposit details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Cash Balances	Yes	No	N/A
Please provide the following information:			
<ul style="list-style-type: none">Bank Statements for the period 1 July 2020 to 30 June 2021Bank Reconciliation Statement as at 30 June 2021	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Accounts Receivable	Yes	No	N/A
Please supply a list of trade debtors/accounts receivable as at 30 June 2021.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide a list of bad debts written off or to be written off.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Investments / Property Income	Yes	No	N/A
Please provide details of all investment and rental property INCOME received during the year, including:			
<ul style="list-style-type: none">Dividend statementsInterest statementsTrust taxation summariesRental property statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Investments / Property Expenses	Yes	No	N/A
Please provide details of all investment and rental property EXPENSES received during the year, including:			
<ul style="list-style-type: none">Interest statementsCouncil & Utility RatesInsurancesRental property statementsDepreciation ReportNew Asset Invoices (TV, Dishwasher)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide details of Investments/Property PURCHASED during the year, including:			
<ul style="list-style-type: none">date of purchasecost of acquisitioncopy of contract for purchasecopy of settlement statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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14. Annual Leave / Long Service Leave	Yes	No	N/A
Please provide a schedule of leave entitlements as at 30 June 2021, including: <ul style="list-style-type: none">Employee NameNumber of Days OwedEntitlement \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Leases / Hire Purchase / Chattel Mortgage	Yes	No	N/A
Please provide a copy of lease / hire purchase / chattel mortgage agreements for any new agreements entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase/ chattel mortgage agreements for any existing loans as at 1 July 2020.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide details for any agreements paid out during the year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide details for any agreements refinanced during the year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Bank Loans	Yes	No	N/A
Please provide copies of loan statements up to and including 30 June 2021.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If a new loan was entered into during the year please provide copy of the loan / facility Agreement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If we are preparing your accounts for the first time, please provide a copy of the loan / facility agreement for any existing loans as at 1 July 2020.			
17. Other Information – Please list below			